

Terms of reference of the Certification and Accreditation Review Board

Whereas:

1. Article 5 of HAP's Statute mandates the organisation to "*monitor and report on implementation of HAP International's principles of accountability and to accredit its members accordingly.*"
2. Article 12 of the HAP Statute allows for "*Committees and working groups [to be] appointed by the General Assembly and the Board to operate under specific terms of reference*".
3. The 5th General Assembly agreed to the establishment of a "*Certification and Accreditation Review Board*". The 6th General Assembly endorsed the initial TOR of the Certification and Accreditation Review Board (hereafter referred to as the CARB). The General Assembly delegated the revision and approval of the CARB Terms of Reference to the HAP Board.

Composition

4. The CARB shall be comprised of full-member representatives and independent members who are nominated and elected by the General Assembly. CARB members may not concurrently serve on the HAP Board. Composition of the CARB shall be as follows:
 - a. Two full member representatives.
 - b. One certified full member representative.
 - c. Four independent members.

Quorum

5. A quorum in the CARB shall be three members; of whom one must be a full member representative and one must be an independent member.

Chair

6. The CARB shall elect its Chair from among the independent members and its Vice Chair from among the full member representatives.

Term

7. The CARB members shall be elected for terms of two years. Membership of the CARB is renewable twice (i.e. a maximum of 6 years).
8. Elections will be held annually for, alternately, three and four CARB members.
9. When CARB members have begun reviewing a certification audit report, they will complete the review even if their term concluded part way through the review.

Role

10. The CARB shall be responsible for:
 - a. Reviewing HAP audit reports and recommendations prepared by the HAP Secretariat or an accredited organisation and deciding whether or not a Certificate of Compliance with the HAP Standard should be awarded.
 - b. Reviewing recommendations by the HAP Secretariat for accreditation of organisations as competent to conduct HAP audits and deciding whether or not accreditation should be authorised.
 - c. Maintaining the register of certified and accredited agencies.
 - d. Reviewing and determining appeals as set out in paragraphs 12 and 13 below.

11. CARB members shall:
- a. have access to electronic communication.
 - b. respond to each request for review of a certification audit report.
 - c. participate in at least half of the certification audit reviews and decisions on certification submitted in a term.

Appeals

12. An appeal by an organisation against audit recommendations by the HAP Secretariat or an accredited organisation shall be considered and determined by the CARB before reaching a decision on those recommendations.
13. An appeal by an organisation against a decision by the HAP Secretariat or an accredited organisation to withdraw certification shall be considered and determined by the CARB.
14. An appeal by an organisation against a decision of the CARB shall be considered and determined by the HAP Board.

Complaints

15. If during an audit an organisation has a complaint against an auditor, it will be considered and addressed by the HAP Secretariat or accredited organisation as applicable. If the complainant is not satisfied with the outcome, it may refer the complaint to the CARB. If the CARB decides it is not competent to address the complaint, it shall refer the complaint to the HAP Board.

Limitation of Authority

16. The authority of the CARB shall be limited in scope to:
- a. authorising certification and accreditation on the basis of the authorised HAP Standard and guidelines for certification and accreditation, as described in paragraph 10 above
 - b. considering and determining appeals as described in paragraphs 12 and 13 above.
 - c. reviewing and addressing or referring complaints as described in paragraph 15 above.
17. The by-laws of HAP, including the Conflicts of Interest Policy and the Board Protocol shall apply to the CARB.

Support to the Certification and Accreditation Board

18. The HAP Secretariat shall provide a senior staff member as Secretary to the CARB and advisory, administrative and executive support, primarily through the staff member responsible for the day-to-day administration of the certification process and the management of the independent auditors.

Reporting to the HAP Board

19. The CARB shall provide a written report annually to the HAP Board on all decisions made during the previous calendar year. The CARB may provide a written report on exceptional cases to the HAP Board on an ad hoc basis.
20. The CARB shall refer to the HAP Board any decision on which it is unable to reach agreement.